

**The County of San Bernardino**  
invites applications for the position of:

**Assistant Director of  
Children and Family Services**



**Children and Family Services**

**[www.sbcounty.gov/hr](http://www.sbcounty.gov/hr)**

# The Position



The **Department of Children and Family Services** is seeking an Assistant Director who will assist with administering the operations of the department in the delivery of a variety of child welfare services. Responsibilities include ensuring program compliance to federal and state regulations; establishing departmental policies, goals, and objectives; personnel management; and budget preparation and monitoring.

The mission of **Children and Family Services** is to protect endangered children, preserve and strengthen their families, and develop alternative family settings. Services as mandated by law and regulation, will be provided in the least intrusive manner with a family centered focus. This mission is accomplished in collaboration with the family, a wide variety of public and private agencies and members of the community.

**This position is in the Unclassified Service and serves at the discretion of the Director, Children and Family Services.**







# Salary and Benefits

Exempt Unit-Group C

## Annual Salary

Full Time

**\$110,448.00 - \$141,419.20**

The salary and benefits package is highly competitive:

### Retirement Benefits

- ⇒ Generous County Pension ([www.sbcera.org](http://www.sbcera.org))
- ⇒ Vested after 5 years
- ⇒ Eligible to participate in **401(k)** Defined Contribution Plan with County contribution of two (2) times employee contribution up to 8% of base salary
- ⇒ Eligible to participate in 457(b) Deferred Compensation Plan with County contribution of .5% times employee contribution up to .5% of base salary
- ⇒ County contributes up to 2.75% of base salary to the Retirement Medical Trust Fund – VEBA
- ⇒ **Retirement Reciprocity** with CalPERS, CalSTRS, and '37 Act plans (Tier1)
- ⇒ County contributes \$3,956 annually toward Tier 1 employee's required retirement contribution
- ⇒ **Example:** employee with 30 years of service at age 60 receives life-time pension allowance of 79% (Tier 1) or 54% (Tier 2) of highest earning year's compensation for life.

### Medical Benefits

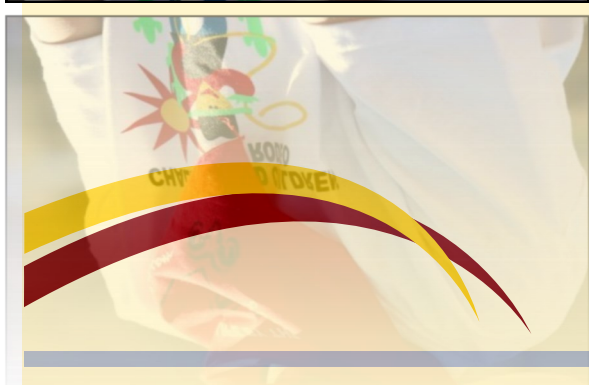
- ⇒ Health and dental insurance offered for employee and eligible dependents
- ⇒ Medical and dental premium subsidies to offset the cost of insurance premium
- ⇒ Employer paid vision coverage for employee and eligible dependents
- ⇒ Eligible to participate in Flexible Spending Account with up to **\$1,040** annual County match

### Paid Time Off

- ⇒ Vacation Leave up to four (4) weeks annually with **cash-out option (80-160 hours/year)**
- ⇒ Administrative Leave 80 hours annually
- ⇒ Sick Leave 12 days annually with **unlimited accrual (3.69 hours)**
- ⇒ 14 Paid Holidays annually
- ⇒ 16 hours Perfect Attendance Leave

### Miscellaneous Benefits

- ⇒ \$1,000 tuition reimbursement annually
- ⇒ Health club membership up to \$324 annually/year
- ⇒ Employer-paid term life insurance - \$50,000
- ⇒ Variable group universal life insurance with County contribution of 25% of one (1) time annual base salary
- ⇒ Long Term Disability 60% up to \$10,000 per month
- ⇒ Short Term Disability 55% up to \$1,533 per week
- ⇒ No deduction for Social Security
- ⇒ **Relocation assistance available**



# The Qualifications

## The Minimum Requirements

Candidates must have education and experience commensurate with the responsibilities of the position.

**Education:** A Master's degree in Social Work, Public Administration, Behavioral Science, or other closely related field.

—AND—

**Experience:** Three (3) years of progressively responsible administrative or management experience within a large, public sector human services agency, which included responsibility for multiple programs and subordinate supervisory staff. Experience must include responsibility for operations, personnel administration, and fiscal/budget administration.

Equivalent qualifications may be given consideration provided education and experience are commensurate with the responsibilities of this position.

## The Desired Qualifications

The individual hired for this position must have excellent communication and interpersonal skills and the ability to work in partnership with County and other community agencies to pool resources for efficient delivery of services to children.

- At least five (5) years of progressive and highly responsible management experience within a public sector child welfare services program.
- Leads by example, has high integrity and a strong commitment to customer service.
- An organized, results-oriented manager who understands the need for performance measures, quality assurance, and accountability for maintaining stated goals.
- Demonstrates knowledge of business principles, including financing and budgeting.
- Anticipates controversial issues and can present facts and recommended alternatives via concise, logical oral presentations and written reports to various audiences including the Board of Supervisors.
- Has superior interpersonal skills, works as a team player and creates a positive and fair work environment.
- Embraces new ideas and effectively implements them in order to improve the lives of children and families in our community.



## Conditions of Employment

**Travel:** Statewide and nationwide travel is occasionally required. Travel throughout the county is required, and employees will be required to make provisions for transportation. At the time of hire, a valid California driver license and proof of automobile liability insurance must be produced for the individual providing the transportation.





**The most highly qualified candidates will be referred to the appointing authority for further consideration.**

Applicants may indicate interest in this position by submitting a completed application form or detailed resume demonstrating possession of the minimum requirements and desired qualifications. Applicants must also submit responses to the supplemental questions.

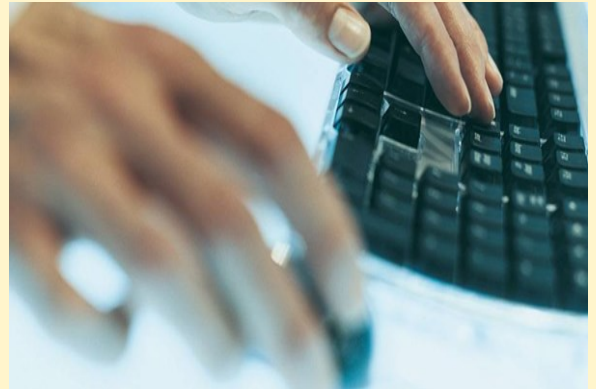
**Applicants are encouraged to apply online at [www.sbcounty.gov/hr](http://www.sbcounty.gov/hr).**

Resumes may be submitted to  
[ExecRecruit@hr.sbcounty.gov](mailto:ExecRecruit@hr.sbcounty.gov).

There will be a competitive evaluation of qualifications based upon review of the application/resume and responses to the supplemental questions. Only the most highly qualified candidates will be invited to participate in the remainder of the selection process, which may include an oral examination and selection interviews with the appointing authority.

It is the applicant's responsibility to ensure that the application and/or resume, as submitted, are complete and sufficiently detailed to determine qualifications. The application materials must also include written responses to the supplemental questions.

# The Application and Selection Process



**DEADLINE:**  
**January 9, 2015 (FRIDAY)**  
**at 5:00PM.**



## Contact Information

**Julie Morter-Andrews**  
**Human Resources**  
**157 West Fifth Street, First Floor**  
**San Bernardino, CA 92415**  
**(909) 387-6001**  
**[ExecRecruit@HR.sbcounty.gov](mailto:ExecRecruit@HR.sbcounty.gov)**



# Supplemental Questions

*The supplemental information requested below, in conjunction with your application and/or resume, will be used to evaluate your relevant experience in a competitive evaluation of qualifications. It is to your advantage to provide complete, organized and detailed responses to each question.*

## Assistant Director of Children and Family Services Supplemental Questionnaire:

**1. Instructions:** The application and supplemental information requested below will be considered in the review process. Your responses should be complete but concise and list the position title, employer, and dates of employment for experience referenced. Experience referenced in this section **MUST** be listed in the work history section of your application in order to be properly evaluated.

⇒ *Prior experience in a human services agency is required and experience within a public child welfare services program is highly desirable. Be sure to specify your experience in relevant agencies when addressing the questions below.*

⇒ **I have read and understand the instructions above: YES NO**

**2. PROGRAM PLANNING AND POLICY DEVELOPMENT:** Describe your experience in the development and implementation of programs, policies, and procedures. Include experience assessing organizational needs and fiscal impacts.

**3. PROGRAM MONITORING AND EVALUATION:** Describe your experience in the evaluation and monitoring of ongoing program components. Include information regarding your role in developing or implementing monitoring tools and systems; the number and size of components you regularly monitored; and your responsibility for evaluating and modifying program components, particularly as this relates to quality management and compliance with state/federal regulations.

**4. ORGANIZATIONAL DEVELOPMENT:** Describe and give examples of your experience with planning, developing, and implementing organizational changes or significant organizational projects (include dates/duration of specific projects). Discuss how you addressed community needs and their impact on organizational planning and development.

**5. HUMAN RESOURCES MANAGEMENT:** Describe your experience in the management and direction of staffing resources in a Human Services organization. Include job titles and numbers of first and second level subordinates for each management/supervisory position you held. Also include the specific supervisory activities you performed, such as hiring decisions, disciplinary actions, and work performance evaluations.

